

Employment & Volunteer Opportunities



781-698-4800

recdept@lexingtonma.gov

www.lexingtonma.gov/recreation

THE TOWN OF LEXINGTON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

General Overview

The following pages provide a brief description of positions available, qualifications required for each position, starting hourly pay, and approximate dates of employment.

All applications received by the Lexington Recreation and Community Programs Department will be reviewed. Qualified applicants will be contacted to schedule an interview. Dates and times advertised for positions are subject to change.

All positions will adhere to the current Massachusetts Department of Public Health (DPH) and Centers for Disease Control and Prevention (CDC) regulations and guidelines.

To apply for these positions, please complete an application and send it to recdept@lexingtonma.gov

Support Aide I

Qualifications:

- Minimum 14 years of age (non-licensed camps) or minimum of 16 years of age (licensed camps)
- Valid First Aid and CPR certification
- Interest in working with individuals of all abilities
- Leadership skills, caring, responsible

Responsibilities:

Aides the program staff in supporting participants of all abilities. Working with the Therapeutic Recreation Specialist (CTRS) and Support Aide II to create an inclusive environment where all participants can thrive. May be asked to oversee a group of participants and assist with program-related tasks at the discretion of the Support Aid II or CTRS. Reports directly to Support Aide II and the Therapeutic Recreation Specialist.

Period of Employment: September 2021 - June 2022 with the opportunity to work in the Summer

Salary & Hours: \$13.00/hour; Hours vary depending on program needs

Support Aid II / Inclusion Aide

Qualifications:

- Minimum 16 years of age
- Valid First Aid and CPR certification
- Experience working with individuals of all abilities
- Leadership skills, caring, responsible

Responsibilities:

Assists with the implementation of the program and creating a successful environment for all participants. May be tasked with providing individual or group support to participants within the program. May be asked to lead program activities and assist related tasks at the discretion of the program leader. May be asked to provide inclusion support within Recreation-sponsored programs. Reports directly to the Therapeutic Recreation Specialist.

Period of Employment: September 2021 - June 2022 with the opportunity to work in the Summer

Program Aide

Qualifications:

- Minimum 18 years of age and/or high school graduate
- Valid First Aid and CPR certification
- Demonstrated experience with children of all abilities
- Knowledge of motor skills development, music, fitness, sports, games, nature and/or other related skills
- Strong leadership skills, sensitive, and responsible

Responsibilities:

Ensure the safety and overall quality of the program for all participants. Demonstrate enthusiasm when working with children on a daily basis. Assisting with identifying and leading age-appropriate ice breakers, group games, physical activities, team building, and arts & crafts. Reports to the Winter Vacation Program Leader, Youth & Family Program Coordinator, and/or the Therapeutic Recreation Specialist.

Period of Employment: December 27 - 30

Salary & Hours: \$15.00/hr; 9:00 am - 3:00 pm each day

Program Leader

Qualifications:

- Minimum 21 years of age
- Possess a Bachelor's degree in a related field
- Minimum two years of experience working with elementary and middle school children of all abilities
- Leadership experience in a day camp setting
- Valid First Aid and CPR certification
- Supervisory ability and experience
- Knowledge of a variety of recreational activities for ages 6 to 10
- Good oral and written communication skills
- Valid Massachusetts driver's license

Responsibilities:

Ensure a quality program, is responsible for the day-to-day operation of the program, and the health and safety of all participants. Assist with identifying age-appropriate ice breakers, group games, physical activities, team building, and arts & crafts. Reports to the Youth & Family Program Coordinator or the Therapeutic Recreation Specialist.

Period of Employment: December 27 - 30

Salary & Hours: \$20.00/hour; 9:00 am - 3:00 pm each day

Facility Monitor

Qualifications:

- Minimum 14 years of age
- Mature, responsible, attentive, and dependable
- Valid First Aid and CPR certification

Responsibilities:

Responsibilities include monitoring and opening the school entrance to access the program space and greeting guests as they enter the facility.

Period of Employment: January - March

Salary & Hours: \$12.75/hour; Saturdays from 8:00 am - 12:15 pm

Field House Attendant

Qualifications:

- Minimum 16 years of age
- Mature, responsible, attentive, and dependable
- Valid First Aid and CPR certification

Responsibilities:

Responsibilities include interacting with patrons utilizing the drop-in space, checking memberships, and handling money.

Period of Employment: January - April (No program on holidays or school vacation weeks)

Salary & Hours: \$13.00/hour; Monday - Thursday from 7:45 - 10:00 pm

Gym Attendant

Qualifications:

- Minimum 16 years of age
- Ability to resolve program-related issues with either the public or staff
- Valid CPR & First Aid certification

Responsibilities:

Responsible for taking attendance for the program, setting up equipment, and monitoring participants in the program.

Period of Employment: September - June

Salary & Hours: \$12.25/hour; Days and hours vary depending on program

Scorekeeper

Qualifications:

- Minimum 14 years of age
- Knowledge or experience playing the seasonal sport
- Mature, responsible, attentive, and dependable
- Valid First Aid and CPR certification

Responsibilities:

Scorekeepers record accurate scores in scorebook; sets out and maintains equipment used on-site.
Attend to other related duties as needed.

Period of Employment: December - March

Salary & Hours: \$13.50 - \$15.50/hour; Saturdays / Sundays, hours vary depending on game schedule

Referee

Qualifications:

- Minimum 14 years of age
- Knowledge or experience playing the seasonal sport
- Mature, responsible, attentive, and dependable
- Valid First Aid and CPR certification

Responsibilities:

Referees for winter basketball league games and spring flag football are responsible for ensuring fairness at all times.

Period of Employment: December - March

Salary & Hours: \$13.50 - \$15.50/hour; Saturdays / Sundays with hours vary depending on game schedule



Tennis Instructor

Qualifications:

- Minimum 21 years of age
- Demonstrated knowledge of tennis and previous teaching experience with children and adults of all abilities
- Ability to accommodate and modify activities for participants of all abilities, as needed
- Enthusiastic, energetic, and positive
- Valid First Aid and CPR certification
- Tennis Pro certification is advantageous

Responsibilities:

- Prepare, plan, and lead a series of tennis lessons for children or adults.
- Ensure the safety and overall quality of the program.
- Interact with participants and parents.

Period of Employment: April - November

Youth - Tuesday and Thursday afternoons from 4:00 - 6:00 pm (spring and fall)

Adults - Tuesday and Thursday evenings from 6:00 - 9:00 pm (spring, summer, and fall)

Salary & Hours: \$35.00/hour; 4-6 hours / week

Fitness Instructor

Qualifications:

- 1 or more years of fitness instructor work experience
- Valid First Aid and CPR certification
- Minimum of one of the following Group Exercise Certifications: National Association of Sports Medicine (NASM), American Council of Exercise (ACE), American Fitness Aerobic Association (AFAA), Aquatic Exercise Association (AEA)
- Ability to perform an aerobic activity for the duration of a class, which may include, but not limited to, standing, walking, climbing, balancing, running, crawling, and kneeling
- Ability to perform exercises specific to the assigned class

Responsibilities:

- Develops positive relationships with class participants by teaching a variety of challenging and entertaining group fitness classes.
- Educates class participants on correct form and alternative moves during the fitness routine.
- Attentively listens to members, answers questions, and engages in conversation before and after classes.
- Cleans and organizes studio space after each Group Fitness class.
- Provides current music for each class that entertains and motivates while ensuring appropriate language.

Salary & Hours: TBD based on experience and certifications and class schedule.

Ski/Snowboard Chaperone

Qualifications:

- Minimum 21 years of age
- Previous teaching experience is advantageous
- Ability to effectively supervise a large group of students and resolve any issues that may come up
- Valid First Aid and CPR certification

Responsibilities:

- Assist with taking attendance and boarding of the buses, review rules with participants, monitor participants on site for the duration of the program, and ensure all participants are picked up at the end of the program each week.
- Address any behavior or discipline issues that arise.
- Oversee and coordinate with the parent chaperones to ensure the program runs smoothly.
- Interact with participants and parents.

Period of Employment: January - February

Salary & Hours: \$20.00/hour; 4.5-5.5 hours / week

Volunteer Opportunities

Community Center Volunteer

The Lexington Community Center is looking for volunteers at their customer service desk to answer phones and walk-up inquiries. We are also seeking individuals who are interested in helping to care for and maintain our perennial and annual garden beds. No experience necessary!

Volunteering is a great way to:

- Give back to the community
- Meet your neighbors
- Learn more about Town services

Therapeutic Recreation Volunteer

Qualifications:

- Minimum 14 years of age
- Interest in working with individuals of all abilities
- Compassionate, flexible, and responsible
- Must be able to pass a CORI check

Responsibilities:

Assist with activity set up and clean up, actively engage with participants, participate in the activities, and other tasks as determined by the Therapeutic Recreation Specialist.

Apply Now!